

Allocations Committee



Stephen O'Dell, Chair

Wednesday, July 2, 2008
4:00 pm to 6:00 pm
Public Health
4041 North Central Avenue, Phoenix
15th Floor, Joshua Room

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Meeting Minutes

Attendance

Committee Members *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Bradley Allen	AT	Debby Elliott <i>alt: Philip Seeger</i>	AT	Larry Stähli	AT	Maclovía Morales
AT	Mark Kezios	EX	Mary Rose Wilcox <i>alt: Terri Leija</i>	EX	Randall Furrow	AT	Stephen O'Dell
AT	Cheri Tomlinson						

Guests

Administrative Agent Staff
Kevin McNeal

Support Staff: John Sapero

Welcome, introductions and declarations of any conflicts-of-interest

Stephen O'Dell called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Stephen O'Dell determined that quorum was established with six of nine members present at 4:13 pm.

MEETING MINUTES *continued*

Review of minutes and action items

The committee silently reviewed the minutes from the previous meeting. Larry Stähli noted a minor text correction.

Committee Chair update

No update was provided.

Administrative Agent update

Kevin McNeal provided the current service utilization report and discussed:

- Overall variance of -13.21%
- Utilization of core services 82.20%
- Other funding sources for Housing in the EMA have faced a budget shortfall and are not scheduled to receive funding until mid-July

Cheri Tomlinson asked if the -13.21% was for the first quarter or forecasted to the end of the year. Kevin McNeal related that this was projected for the entire year.

Cheri then asked if service categories that were had high variances would resolve their under-spending over time. Kevin responded that providers in these service categories have been asked for an action plan to resolve these variances. It is early in the grant year and these trends may not continue.

The documents described above are available from Planning Council Support.

Reallocations

Kevin McNeal discussed that other sources for housing related services are experiencing a budget shortfall. Kevin requested that the committee approve reallocating \$3,500 from Outpatient Medical Care Emergency Financial Assistance to the general Emergency Financial Assistance service category.

Stephen O'Dell asked why Home Care had 0% spent to date. Kevin responded that there were no providers for this service. The Administrative agent's office has actively tried to recruit a provider for this service twice with no responses to the RFP.

Cheri Tomlinson asked if the AA could provide a recommendation for reallocating Home Care funds and feedback from Case Management services. Kevin replied that the committee could reallocate it at this meeting if they choose.

Debby Elliott discussed that there were no current requests for Home Care services that would be funded by Ryan White. Maclovía Morales added that Chicanos por la Causa has had no requests for this service. Also, the way the service is defined by HRSA makes it challenging to provide the service. Debby Elliott

MEETING MINUTES *continued*

related that the service is for short-term help during an acute medical episode, which is a different service than the housekeeping/personal care services offered before.

Cheri Tomlinson discussed that it might be wise to reallocate the funds from this service category. There was discussion regarding whether there were charitable organizations that could provide the traditional home health services. Debby Elliott related that she knew of no organization that was providing services as described in the new service definition for free.

Mark Kezios asked if clients were having challenges with food boxes. Maclovía Morales related that non-Ryan White food box providers have set limits on the number of boxes clients can receive.

Bradley Allen suggested reallocating the funds to general emergency financial services. Debby Elliott related that increased dental emergency assistance funding was needed as well. Kevin McNeal provided a brief overview of how this service was being utilized, and how funds could be transferred among providers if needed. Funds could be available to clients by the end of the month.

There was discussion regarding whether to reallocate funds now, or wait until later in the year.

MOTION: Cheri Tomlinson motioned to reallocate \$4,864 from the Home Health Care service category to the general Emergency Financial Assistance service category. Larry Stähli seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Debby Elliott asked to review Medical Case Management and Supportive Case Management funding at the next meeting.

Mark Kezios asked to review Emergency Financial Assistance funding as well.

MAI carryover discussion

After reviewing the service utilization summary, the following questions were posed to the Administrative Agent:

What is the grant period for MAI funding?

A: September 1 to August 31.

When does the report for MAI carryover request have to be filed?

A: Within 90 days of the end of the grant.

Are the MAI funds used for FTEs? How will this impact providing service in a short timeframe?

A: The MAI grant is a three-year grant - there may be little impact. Kevin McNeal will discuss this with HRSA.

Cheri Tomlinson requested that an estimate of the amount of MAI carryover funds be provided at the next meeting, so that the committee can begin to determine the carryover request.

There was discussion regarding sustainability issues in future grant years and how these funds might be used (such as for treatment adherence). Examples of Treatment Adherence needs and challenges in the EMA were provided by several meeting participants.

GY 2009 Directives

Stephen O'Dell discussed that there had been a request at the last meeting for the Administrative Agent to provide information regarding three possible directives: Allowing Amalgamated fillings in place of metal fillings in the Oral Health service category, increasing the number of bus passes available to consumers, and creating a system to allow consumers to obtain bus passes online.

Amalgam Fillings

Kevin McNeal discussed that traditionally HRSA did allow amalgam fillings – they were considered cosmetic. As it is now becoming a common practice to provide this over metal fillings, a review of the cost associated with allowing this as a service of the dental insurance program will have to take place.

MOTION: Mark Kezios moved to have the Administrative Agent align Oral Health service delivery with the current standards of care for the service category pending an investigation into cost ramifications. Bradley Allen seconded.

DISCUSSION: Kevin McNeal discussed that this issue would have to be carefully resolved, as clients have submitted bills for porcelain fillings in the past year and been denied reimbursement. There would not be enough funding for this service to back-pay these individuals.

OUTCOME: The motion passed.

Increased Bus Passes

Kevin McNeal discussed the draft directive was to provide more bus passes due to a shortage of passes at the end of each month. This directive would increase the number of bus passes provided. Kevin related that HRSA is closely monitoring EMAs that provide monthly bus passes and becoming more stringent on allowing them to be provided.

Mark Kezios discussed that other EMAs provide single-trip passes to clients. After additional discussion, the committee reached consensus to not move the draft directive forward.

On-Line Bus Pass Purchase System

Kevin McNeal discussed that providing this service would be too difficult to monitor and most likely disallowed by HRSA. After a short discussion, the committee reached consensus to not move the draft directive forward.

Bradley Allen asked about the status of the current Carryover Request. Kevin McNeal replied that it has been submitted, but has not been approved as yet.

Planning for GY2009 priority setting/resource allocation - data needs & guiding principles

Mark Kezios discussed how the Funding Strategies Activity would take place, and reviewed the draft document included in the meeting materials. John Sapero provided an overview of the activity and discussed the timeline for the meeting and the desired outcomes. The committee reviewed the provided documents and made verbiage corrections to the written materials and planned logistics.

MOTION: Mark Kezios moved to extend the meeting by 15 minutes to finish business. Larry Stähli seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Cheri Tomlinson expressed disappointment that the Executive Committee had cancelled the Funding Strategies Activity that was to take place at the June meeting. She discussed that the committee had worked for months on the activity, and it was frustrating to learn that several Allocations Committee members in attendance at the Executive Committee meeting were supportive of the postponement, especially after finalizing plans for the session the day before. She was also challenged by the fact that after this decision had been made, neither the Chair or Vice Chair of the Allocations Committee had informed the remaining members. Debby Elliott concurred, and expressed her sentiments regarding the decision.

Mark Kezios related that the Executive Committee did not feel the timing was right to present the activity. The committee did not mean to disrespect anyone, and discussed he would work harder to keep Planning members better informed.

Cheri discussed that any individuals who do not agree with the focus of a discussion, they need to vocalize these concerns during the deliberations.

Determination of agenda items for the next meeting

In addition to recurring agenda items, the following agenda items were added:

Agenda Items

MAI discussion

Carryover discussion

Directives discussion

Review of Funding Scenario exercise and step-by-step decreased funding process/guiding principles

PSRA discussion

EFAP, Oral Health, Case Management

Action Items to be completed by the next meeting:

MEETING MINUTES *continued*

Task	Assigned To
Provide utilization for all case management services - medical vs supportive	Kevin McNeal
Provide utilization for EFAP services	Kevin McNeal
Provide information related to the MAI carryover requests - how much and what can be done with the funds	Kevin McNeal
MAI utilization and carryover information	Kevin McNeal
Oral Health services utilization/information	Kevin McNeal
HRSA Category definitions	John Sapero

Current Event Summaries

Cheri Tomlinson discussed that the Ryan White Part C has been made available, and there are only 29 days to write the application. Also, MIHS is offering classes to teach individuals basic computer skills and how to evaluate health web pages.

Call to Public

No calls were voiced.

Adjourn

The meeting adjourned at 6:15 pm.